

**Long Hill Township Public Library**  
**Board of Trustees Meeting**  
**April 20, 2022**

**VIA ZOOM**

**I Call to Order**

The regular monthly meeting of the Long Hill Township Public Library Board of Trustees was called to order at 7:35 p.m. by Board President, Suzanne Kosempel.

**Roll Call**

**Present:** Suzanne Kosempel, Sally Semper, Joanna Askey, Lisa Butler, Julie Mazur, Angela Cuonzo, Joanne Lavender. **Also present:** Marygrace Luderitz, Library Director; Tom Parziale, Library Foundation Representative

**Excused:** Mary Mayer, Shannon Butler

**II Pledge of Allegiance**

President Suzanne Kosempel led the Flag Salute.

**III Open Meeting Compliance Statement**

Ms. Kosempel read the statement of compliance with the Sunshine Law including new wording for zoom meetings. *"Pursuant to the Open Public Meetings Act, notice of the meeting has been given to the Echoes Sentinel and The Daily Record, posted on the Long Hill Township Library Website, posted on the front door of the Library and filed with the Long Hill Township Clerk. The public may participate in this meeting only during the public portion, which takes place at the end of the meeting. To be recognized to speak, members of the public who are attending on Zoom via the web should use the raise hand function. Upon recognition by the chair, you will unmute your microphone/video. Members of the public who are attending the meeting via phone call must hit \*9 on their phone keypad to raise their hand to be recognized. Upon recognition by the Chair, they can unmute/mute their audio on their phone keypad. Individuals addressing the board must give their name and address in an audible tone and will have five (5) minutes to make their statement."*

**IV President's Remarks**

Ms. Kosempel extended thanks to Ms. Ashbrook, Ms. Buban, and Ms. Luderitz for all of the great programming. In addition, the community outreach being initiated by Ms. Ashbrook was complimented and the grant applications are also noted as great work.

**V Consent Agenda**

*Director's Report*

*In addition to written report:*

Ms. Luderitz noted that per the report, circulation numbers are down. However, door count indicated more people are coming in compared to 2021. It was suggested to compare the numbers to pre-COVID to get a fair representation.

Ms. Luderitz showed the group the new tote bags for the 1<sup>st</sup> grade visit. Positive feedback was shared about how they came out.

Ms. Luderitz reports the Township Committee Meeting was last week and they plan to introduce the proposed budget 4/27. She states the Library requested \$25,000 for patron materials. In addition, the Capital requests will be introduced at a Township meeting in May. The Library is requesting \$54,000 for capital expenses. The hope is that the town will approve their budget in May, then the Library can update and approve their budget.

Ms. Luderitz reported an update on health insurance benefits offered to employees. In looking into Libraries offering health insurance only to employees (and not family), those Libraries who offer only to the employee do their own payroll. Since we share payroll with the Township, we must offer the same benefit as the Township offers.

Ms. Luderitz shared how successful Knitting Day was. She shared some stories about the day and follow up interest after the Day. It was discussed that the knitters did a great job engaging the participants.

Ms. Luderitz showed the Board a video of the Furnaces in the attic and shared the challenges related to specifically 3 that will be challenging when they will need to replace due to their location and obstacles (posts) that are in the way. It was a helpful visual for all to understand.

### ***Treasurer's Report***

Bill List                      Librarian's Discretionary and Petty Cash Report  
Profit and Loss              Balance Sheets

The Operating Income/Expense Report distributed in the Board Packet was updated to correct the amount spent on Line 6007 Programs – Adult. Line 6007 appeared to be overspent because bills should have been attributed to various grant lines (6009, 6010, 6011). The title for line 6100 has been updated from Print Materials to Reading materials to better reflect the category.

### ***Acceptance of the Minutes from the following meeting:***

March 16, 2022 Regular Meeting.

Ms. Semper made a motion to accept the Consent Agenda and the motion was seconded by Ms. S. Butler. Roll Call Vote: Ms. Askey, Yes; Ms. L. Butler, Yes; Ms. Cuonzo, Yes; Ms.

Kosempel, Yes; Ms. Mazur, Yes; Ms. Semper, Yes; Ms. Lavender, Yes. The motion was unanimously approved.

## VI Committee Reports

### *Administrative Policy Manual and Bylaws –*

- We have the approved set of Bylaws. The Committee is working on updating the Committee/Officer descriptions and moving these into the Admin manual. In addition, they are working on updating the Finance Section.

### *Personnel –*

- See New Business

### *Strategic Plan –*

- A vendor will be used for the Strategic Plan.

### *Building and Grounds –*

- Two new cameras were installed in the Atrium and were already useful in two incidents.

## VII Old Business

- **Stirling Street Fair** – April 24. Details of the schedule to man the table and help with set up and take down was discussed.
- **Annual Financial Disclosure Statement** – All should have received the email from the Township Clerk and a reminder that these that these are due by the end of the month.

## VIII New Business

- **Personnel Policy Manual Update:** Ms. Semper made a motion to approve the updates made to the Personnel Manual and reviewed the main changes made. Items added include: At Will Employee Notice, Work from home policy; Items removed include: Hiring ads being posted in the newspapers; Updates include: Part time staff schedule discussed in more general terms as it does change at times, wording updated regarding working on weekends (giving the Director more discretion on this), and changes regarding time sheets reflecting updates made by the town. There were some other housekeeping updates made. Ms. Semper made a motion to approve the updates made to the Personnel Manual. Ms. L. Butler seconded this motion. Roll Call Vote: Ms. Askey, Yes; Ms. L. Butler, Yes; Ms. Cuonzo, Yes; Ms. Kosempel, Yes; Ms. Mazur, Yes; Ms. Semper, Yes; Ms. Lavender, Yes. The motion was unanimously approved.

## .IX Public Comments

Mr. Parziale thanked the Board and Library Staff for their hard work and accomplishments. The Board also thanked the Foundation for their support.

**X      Adjournment**

On motion by Ms. Kosempel, seconded by Ms. Semper and approved unanimously, the meeting was adjourned at 8:27 p.m.

Respectfully Submitted,  
Lisa Butler  
Secretary